

Step 2: Formal Application Meeting

The purpose of the Formal Application Meeting is to discuss and resolve any omissions, deficiencies, or open questions concerning your application package. Make sure during the meeting that you clarify any issue or item that is not understood. You will have an opportunity to revise minor deficiencies noted during the initial review and formal meeting. Questions about management qualifications and documents substantiating the acquisition of aircraft, facilities, and services can often be answered during this meeting. All 14 CFR and part 119, § 119.65(a) required management personnel should attend this meeting. This meeting must include the Accountable Executive responsible for the applicant's SMS.

The Certification Project Manager (CPM) will not formally accept your application during the meeting. You will be notified by letter within 5 working days after the Formal Application Meeting that your formal application is accepted or rejected. FAA acceptance of a formal application does not constitute approval or acceptance of individual attachments. The certification project team will thoroughly evaluate your application package during subsequent phases of the certification process.

If the formal application is not accepted, the FAA will return it to you with a written explanation of the reasons for the return.

You can review the Formal Application Meeting Plan in the CPD in FAA Order 8900.1, [Volume 2, Chapter 3, Section 2](#), Figure 2-3-2F to gain a better understanding of expectations and roles during the Formal Application Meeting.